

an image information storing server connected to the network, and configured to store image information in various folders to be read by the plurality of users;

an image information inputting device connected to the image information storing server not by the users, and configured to input image information including both sheet document image information to be stored in the image information storing device and a sheet of format image information, the sheet of format image information being on a separate sheet from sheets of the sheet document image information;

an image information determining device configured to determine if the image information input by the image information inputting device includes the sheet of the format image information; and

wherein when the sheet of format image information is detected with sheet document image information on subsequent sheets the image information storing server is further configured to store the sheet document image information in a prescribed folder in accordance with the format image information.

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8. (Twice Amended) A network system including a plurality of users connected through a plurality of client terminal devices connected to a network, comprising:

storing means for storing image information in various folders to be read by the plurality of users;

inputting means for inputting image information including both of sheet document image information to be stored in the image information storing device and a sheet of format image information, the sheet of format image information being on a separate sheet from sheets of the sheet document image information;